



Montana Community Revitalization Project: Heritage Planning for the New Decade

Montana State Historic Preservation Office

Grants to Preserve and Promote Montana's Heritage and Cultural Assets

2010 APPLICATION FORM

Deadline: December 17, 2010

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and four (4) copies – a total of 5 – complete application packages. See additional mailing instructions on the last page of the application form. Application shall not exceed 10 pages total and should use 10 point or larger font.

1. GENERAL PROJECT INFORMATION

Project Title (10 words or less) _____

Name of Applicant (Preserve America Community/THPO) _____

Type of Applicant (Select only one)

- ☐ Designated Preserve America Community
☐ CLG / Community that submitted a Preserve America Community application Date submitted _____
☐ Tribal Historic Preservation Office

Amount Requested (Federal Share) \$ _____ **TOTAL Project Cost \$** _____

APPLICANT CONTACT INFORMATION

Contact Person _____ Title _____

Organization _____

Address _____

City _____ State _____ Zip Code _____

Daytime Telephone: (406) ____ - ____ FAX Number: (406) ____ - ____

E-mail _____

SIGNATURE OF AUTHORIZING OFFICIAL

(The applicant's authorizing official (city, county, or Tribal) must sign and date this form. Signatures must be original and in ink.)

Signature _____ Date _____

Print Name and Title _____

2. PROJECT SUMMARY

Briefly summarize your project, emphasizing your primary objectives and results.

3. PROJECT DESCRIPTION

Describe your community's historic resources affected by this project, including whether these resources are listed in the National Register of Historic Places and/or designated at the State or local level. Please include an explanation of how this project will aid in the preservation of the resources identified.

4. PROJECT OBJECTIVES

- a. Describe how the proposed project will address the uniqueness of each community in promoting heritage tourism and the preservation of its historic resources.

- b. Describe how the project meets the goals of your local preservation plan, heritage tourism plan, or other plans that address heritage tourism, cultural resources and preservation. Identify the specific goal(s) and plan(s) and state when they were developed and adopted by your community.

- c. Describe any public-private partnerships involved in this project and how these partnerships will sustain and support the resource(s) after the grant is complete.

- d. Explain how the project will engage public involvement.

5. PROJECT ACTIVITIES AND TIMELINES

- a. Describe the projects and activities necessary to meet your objectives identified in Section 4. List and describe all tasks and products.

- b. Show a timeline for the above-listed activities. The timeline may be attached as a separate page to this application. All projects must be completed by May 31, 2012.

6. PAST PROJECTS

Describe any prior grant awards your community has received from the Montana State Historic Preservation Office or other agencies. Were projects completed on time and within budget? Were reports submitted by required deadlines? If no, describe any extenuating circumstances that affected your ability to meet these deadlines and budgets?

7. PERSONNEL QUALIFICATIONS

List the project personnel that will be involved in the project. Describe their responsibilities and the amount of time each will dedicate to the project. If you plan to obtain consultant(s) or technical assistance from universities, professional organizations, or other institutions, describe the criteria that will be used to competitively select these services.

8. MATCH REQUIREMENT

List the secured sources and amounts of the required dollar-for-dollar non-federal match, which can be cash, donated services, or use of equipment. Federal appropriations, or other Federal grants, except CDBG grants from HUD, may not be used for match. All non-Federal match must be used during the grant period to execute the project. If the match is not secured, explain how it will be raised.

9. PROJECT BUDGET

Outline the project budget in the form below. You can edit budget items or add additional lines in the table as needed. As you develop your budget, consider the following requirements:

- All costs associated with the project must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined.
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget should include at least the minimum required match (e.g., if applying for a \$3,000 grant, the budget must describe at least \$6,000 of costs/work).
- All non-federal match must be cash expended, or services donated, during the grant period and not costs incurred prior to the grant award.

If you have any questions about cost categories, or how to formulate your budget items, please email spowell2@mt.gov.

Budget Item	Cost	Grant Funds	Match/Cost Share	Total
Personnel				
Fringe Benefits				
Consultant Fees				
Travel/Per Diem				
Supplies/Materials				
Equipment				
Other Expense				
Total				

Applications must be postmarked by December 17, 2010.

APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the Montana Historical Society State Historic Preservation Office and may be reproduced by MHS SHPO or its partner organizations without permission; appropriate credit will be given for any such use.

YOU MUST SUBMIT:

- (1) Original and four (4) copies – a total of 5 – complete application packages.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original and copies must be secured with a binder clip; do not use pocket folders, notebooks, or ring-binders.

A complete application package includes:

- Completed 2010 application form, signed by Authorizing Official. (Application Section 1)
- If not formally designated, proof of Preserve America Community application submission to Advisory Council on Historic Preservation
- Proposed Project Narrative (Application Sections 2 - 4)
- Timeline for project completion. (Application Section 5)
- Detailed budget and match. (Application Sections 8 and 9)

Send Applications to:

Preserve America Grants
Montana SHPO
PO Box 201202
1410 8th Avenue
Helena, MT 59620-1202

Application Questions: Contact Sonia Powell, Preservation Grants Administrator, 406-444-7768, spowell2@mt.gov.